

# EXHIBIT 3

**LISA A. WAGNON**  
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## **OBJECTIVE**

Organized, efficient, computer literate college graduate seeking a challenging position in administration/management with an opportunity for advancement

## **EDUCATION**

Bachelor of Science degree in Management - University of New Orleans, May 1995

## **EXPERIENCE**

### **Vice President of Administration**

Telegenius, Inc., Metairie, LA, 8/00 – present

- Developed and maintained in-house ACH system
- Created and managed employee benefit program
- Responsible for all cash and bank accounts
- Established internal employee policies and procedures

### **Executive Assistant / Marketing Manager**

Communications 2000, Inc., New Orleans, LA, 2/00 – 8/00

- Scheduled and coordinated trade show appearances
- Updated and maintained sales contact databases
- Planned and executed press conferences and news releases
- Assisted Vice President of Sales with miscellaneous tasks and projects

### **Administrative Assistant**

Home Team Productions, New Orleans, LA, 11/99 – 2/00

- Processed proposals and contracts for sales team
- Responsible for incoming calls, errands, payroll and some accounts receivable
- Created trade show, seasonal and tri-fold brochures
- Started Master Key box system and First-Aid upgrade

### **Sales and Marketing**

Ricca's Architectural Sales, New Orleans, LA, 05/99 – 11/99

- Organized and maintained stock of new and existing merchandise
- Coordinated storage & display of large shipment of new hardware
- Monitored & ordered existing stock & supply items
- Assisted sales staff in customer service and sales accounting procedures
- Programmed & trained staff on use of cash register

**Administrative Assistant**

Diagnostic Concepts, New Orleans, LA, 03/99 – 05/99

- Assisted Director of Operations with routine activities and special projects
- Tracked accessory sales and distributed monthly sales reports
- Processed daily orders of x-ray and pharmaceutical items
- Maintained office supplies and petty cash
- Placed special accessory item orders for outside sales team

**Assistant Manager**

Curves for Women, Houma, LA, 11/98 – 3/99

- Responsible for staff scheduling and day-to-day sales operations
- Performed daily accounting and opening/closing procedures
- Planned and promoted Member activities/programs
- Designed and wrote monthly member newsletter

**Assistant Manager**

Studio IV – The Workout Company, Houma, LA, 8/98 – 10/98

- Supervised Aerobic, Personal Training, Sales and Front Desk Staff
- Responsible for setting and achieving monthly sales goals with staff
- Planned and implemented calendar of events and class programming

**Member Services Supervisor**

Premier Athletic Club, Metairie, LA, 11/97 – 02/98

- Responsible for hiring, training, scheduling and supervising Front Desk Staff
- Performed Manager on Duty shift two to four times per week

**Administrative Assistant**

Premier Athletic Club, Metairie, LA, 05/96 – 08/98

- Organized Member and Staff meetings, activities and community projects
- Assisted Club Manager and Department Heads in various department projects
- Responsible for all Member and Employee communication
- Updated Lost & Found, First Aid and Manager On Duty procedures

**Bank Teller I**

Bank One, New Orleans, LA, 09/95 – 05/96

- Reduced uncollected funds account by 72% in a 2 month period
- Verified all bulk coin and food stamp deposits
- Organized, ordered and maintained branch stock of supply items
- Received rating of “Achieves Plus” on first performance evaluation

**Loss Prevention Auditor**

Saks Fifth Avenue, New Orleans, LA, 06/91 – 08/91

- Reviewed store inventory books and conducted discrepancy investigations
- Organized and conducted annual store-wide inventory
- Acted as Loss Prevention Liaison with Corporate Headquarters in New York

### **Executive Secretary**

Sheila C. Myers, Esquire, New Orleans, LA, 02/88 – 03/90

- Set up and maintained office space for new private practice
- Prepared highly sensitive legal briefs and office correspondence
- Highly respected by clientele

### **PERSONAL ATTRIBUTES**

- Accustomed to responsibility
- Team player and leader
- Good track record of effective planning, organization, delegation and supervision of day-to-day activities and special projects
- Detail oriented
- Possess excellent organizational skills
- Able to work independently and accurately, with little or no supervision
- Very personable and easy to get along with
- Honest and trustworthy
- Hard worker
- Quick learner

### **AWARDS AND HONORS**

- STAR Employee of the Month, Premier Athletic Club, 7/97 and 3/98
- Excellence in Leadership Award, University of New Orleans, 5/95
- Outstanding Service Award, College of Business Executive Council, 5/95
- Loss Prevention Award, Saks Fifth Avenue, 1990 and 1991
- American Legion Award, 5/87

### **ACTIVITIES**

- House Captain, Christmas In October Program, 1997
- Chapter President, Phi Chi Theta, Professional Business Fraternity, 1994/95
  - Chaired chapter meetings, recruited and trained incoming officers, planned and implemented various fundraising activities
- Member, College of Business Executive Council, 1994/95

### **COMPUTER SKILLS**

- Microsoft Windows 98
- Microsoft Word, Excel, Outlook 2000
- WordPerfect 6.0
- Lotus 1-2-3
- Microsoft Publisher 97
- Printmaster Gold

# KELLIE S. WEBB

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## EXPERIENCE

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10/00-Present Telegenius, Inc. Metairie, LA

*VP Operations*

- Managed / Implemented Operational processes and procedures
- Performed all duties associated with MIS infrastructure
- Managed / Maintained various switching platforms
- Managed / Maintained POSA division

8/99-10/00 Communications 2000, Inc. New Orleans, LA

*Prepaid Division Manager*

- Responsible for overseeing all aspects of Prepaid CLEC division.
- Developed Prepaid division processes and procedures
- Supervised a staff of 15 employees
- Maintained database of customers and managed information
- Coordinated implementation of POSA into department

4/90-8/99 American Medical Group, Inc New Orleans, LA

*Office Administrator*

- Full management of 4 clinic locations and clinical staff
- Assisted with A/P and A/R
- Developed / Implemented clinical processes and procedures

1/87-2/90 Promark, Inc New Orleans, LA

*Sales Associate*

- Provided administrative support to Regional Sales Director
- Coordinated contract and correspondence preparation
- Assisted with customer relations

## EDUCATION

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1995-1999

Delgado College, New Orleans, LA

Completed courses for Associate in General Studies with concentration in Business. Maintained GPA of 4.0

1991

Louisiana Board Chiropractic Radiologic Technology

Radiological Certification

1986

Bonnabel High School, Metairie, LA

General Diploma.

## SKILLS

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Proficient in Microsoft Word, Excel, Access, PowerPoint, Outlook, Publisher and Visio

Proficient in Windows 95, 98, NT and ME

Proficient in QuickBooks and Peachtree

Software programs: LDC Link/Director, Various Switching Platforms, Medical Billing and Coding

ILEC to CLEC Provisioning Platforms

Certified Radiological Technician

## REFERENCES

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AVAILABLE UPON REQUEST